JUL 3 0

APPLICATION FOR RECORDS RETENTION SCHEDULE

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976   GIST: 221-4983

DHR	1. GEORGIA DEPARTMENT OF HUMAN RESOURCES	ARCHIVES AND HISTORY
Application Date July 31, 1979	Office of Budget Administration 630-H 47 Trinity Avenue, S.W. Atlanta, Georgia 30334	**Application Number** 79-141
Application Number DHR-31		**Date Received** AUG - 1 1979 **Date Completed** AUG 1 3 1979

2. Person to Contact   Ann Hall   **Working Title**   Administrative Assistant   **Telephone Number**   656-4472

3. Action Requested

a. ☒ Establish Retention Schedule; record will continue to accumulate.

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supercede; ☐ Void

4. Dates of Series	5. Records Series Title *(followed by title used in office; if different)*
Earliest 1975 **Latest** to present	Budget Administration Director's Office Subject Files

6. Division and Office Function   *What is the function of the Division and the Office in which this record series is created?*

The Office of Budget Administration has the responsibility for providing planning and technical assistance to managers and planners for meeting the expectations of the Federally funded comprehensive health planning programs, and to support the Management Team in Department-wide planning projects. This Office also provides a central authority in the Department to uniformly develop, interpret, manage, and provide assistance in the administration of the Department budget; provides information; maintains a listing of fiscal resources; and acts in the capacity of liaison with the Regional and National Offices of HEW on Federal Fund projections.

7. Records Series Description   This file contains the following documents *(include form numbers and titles, if any):*   Attach samples of the file.

Documents relating to: all areas of responsibility and interest to the Director of the Office of Budget Administration, State-wide.

Included are:

Zero Base Budget requests and analyses; budget requests, revisions, summaries; capital outlay projects; reports of activity, function, comparison, and comparitive summaries; and related correspondence.

The file is arranged :   alphabetically by subject.

8. Monthly Reference Rate Daily   How often are records referred to which are:

One to six months old Frequent ; Seven to twelve months old frequent; Thirteen to twenty-four months old occasional;

twenty-five months and older _____ ?

9. Annual Rate of Accumulation or Records   4

Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other *(Specify)* _____

Form 4099 (7-78)   (Over)

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements   The following requires the series to be kept:

a. State Law _____ years.   d. Audit period _____ years.

b. Statute of limitation _____ years.   e. Administrative need ____5____ years.

c. Federal law _____ years.   f. Federal retention instructions _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

for purposes of reference

12. Approved Disposition Instructions   This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

☒ Hold in the current files area _____ month(s) ____2____ year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☒ Transfer to State Records Center; hold ____3____ year(s); then

☒ Destroy

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Dotty Roach	7/30/79	Elizabeth W. Crank	7/29/79
		Elizabeth W. Crank, CRM	

Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Records Committee (Signature)	Date
	State Auditor/Designee	8-10-79
	Secretary of State/Designee	8/7/79
	Attorney General/Designee	8-10-79

Form 4998 (7-78)   (Reverse Side)